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# REPORT

ON THE WORKING OF THE  
INDIAN LIBRARY ASSOCIATION

FOR THE PERIOD FROM

*1st. April, 1935 to 30th September, 1937.*

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## MEMBERSHIP



The period under review opened with a membership of 71, but two ordinary and one life-member died during this period, whereas 11 individual members and one library resigned their membership.

As to additions, 23 persons, 7 Libraries and two Associations enrolled themselves as members during the same period ; thus bringing the total to 88 on 30th September, 1937. The members according to various categories were :—

Individual members	...	62
Life members	...	4
Subscribing Institute	...	1
Affiliated Associations	...	8
Libraries	...	13
TOTAL		88

The names and addresses appear as Appendix I.

Reference has been made above to the death of three members of the Association. These were Dr. A. C. Woolner, Chairman of the Council of the Association, and President of the Second Library Conference. His premature death has deprived the Association not only of a very keen and zealous worker in the cause of Library Movement, but also deprived the Association of a friend and adviser whose counsel and guidance were always valuable. In fact, the Association could ill afford to lose him while it was still in its infancy.

The second death was that of one of our pioneer librarians, I mean, Mr. Newton Mohan Dutt, who retired from the Curatorship of the Baroda Libraries, only shortly before his death. He was a foundation-member of the Association, and his loss is also very much regretted.

Third was that of Professor Ghoshal of Bhopal. Although not a librarian himself, his interest in the Library Movement could very well be judged from the fact that he joined the Association as soon as it was founded, and the Association is really sorry to lose such sympathisers of the movement.

### FINANCE.

The audited accounts of the Association are reproduced as Appendix II of the Report, which relate to the two years 1935-36 and 1936-37.

These were audited, as previously, by Messrs. George Read & Co, of Calcutta and the thanks of the Association are due to them for their help and kindness.

From the figures shown, it would appear that the Association possessed a sum of Rs. 747/8/- on 1st April, 1935 ; whereas Rs. 634/8/- and Rs. 481/- were added respectively during the said two years, as ordinary income ; besides Rs. 1,375/- contributed by various universities towards the expense of the publication of the projected Union Catalogue of Scientific Periodicals in important Indian libraries.

During the six months April to September 1937, another Rs. 500/- were received as income, including Rs. 75/- on account of the Union Catalogue.

On the other side, the expense for the two years came to Rs. 455/4/- and Rs. 316/6/- respectively; whereas another Rs. 120/5/- were spent during the half year, April to September 1937.

Thus, on 30th, September, 1937, the total receipts came to Rs. 3,738/- and disbursements amounted to Rs. 891/15/- leaving a balance of Rs. 2,846/1/- in hand. Out of this amount Rs. 1,450/- belong to the Union Catalogue fund ; Rs. 250/- to the Reserve fund, and the balance viz., Rs. 1,146/1/- to the Association fund.

It is to be regretted that certain members including those of the Council are in arrears with their subscriptions for more than a year, and that in spite of reminders. Payment in time is not only a great help to the Association, but it also reduces

the work of those honorary workers who are responsible for running the show.

## SECOND LIBRARY CONFERENCE.

At the invitation of the librarians of the United Provinces, the authorities of the Association decided to hold the Second All-India Library Conference in the Easter of 1935 in Lucknow. The University authorities of that place gladly endorsed the idea, and a strong and influential Reception Committee with Dr. R. P. Paranjpye, Vice-Chancellor of Lucknow University as Chairman, and Dr. Wali Mohammed, University Librarian as Secretary was soon formed. The Conference was actually held on the 20th and 21st. April 1935, under the Presidentship of the late Dr. A. C. Woolner, Vice-Chancellor of the University of the Punjab and Chairman of the Council of the Association.

The Conference was largely attended, and the delegates hailed from practically every part of India, besides members of the Association.

The financial side was not bad. Lucknow University donated Rs. 200/-, and another sum of about Rs. 350/- was collected by delegation fees, membership fees of the Reception Committee and some donations. The expenditure however, exceeded the income by a small sum.

Twelve papers on various library topics were received and read, which elicited much useful discussion. Messages of good wishes received on the occasion included those from U. S. A., Australia and England. Seventeen resolutions as approved by the Subjects Committee and the Council of the Association were placed before the Conference and unanimously adopted.

A detailed account of the Conference appeared in the printed proceedings published in 1935.

## GENERAL MEETING.

The first statutory General Meeting was held on the 22nd. April 1935, in the Lucknow University Library, under the presidency of the late Dr. Woolner ; when about 30 members attended, including ten by proxy.

Besides the adoption of the Report, the Accounts, and making certain changes in the Rules, it was decided to re-elect all the office-bearers and members of the Council and the Executive Committee.

### THE COUNCIL.

Two meetings of the Council were held at Lucknow, on the occasion of the Second Library Conference, when several questions concerning the affairs of the Association, and the schemes that were before it were discussed and disposed of. During the rest of the period under review, the work was transacted "in circulation". In this connection, attention of the members is invited to the fact, that dilatory as the process is in itself, further delay can be avoided only if the members were prompt in their replies.

### EXECUTIVE COMMITTEE.

The Executive Committee met seven times during this period, when about fifty items were discussed and disposed of. The average attendance was 3.57. There have been certain changes in the personnel of the Committee. Owing to Mr. H. A. Stark resigning the membership of the Association, the office of Deputy Chairman fell vacant, and Mr. M. T. Gibling, Secretary, Central Board of Irrigation and a member of the Council was elected to that. On the death of Dr. A. C. Woolner, Mr. Gibling became the Chairman of the Council and Ex-officio Chairman of the Committee and Dr. D. R. Bhandarkar was elected Deputy Chairman. Mr. Rudra on ceasing to represent the Bengal Library Association was succeeded by Mr. S. Chatterji and on his ceasing to be the representative of the said Association, the seat became vacant.

### THE SUB-COMMITTEES.

In order to take necessary action on certain resolutions adopted at the last two conferences, the under-mentioned Sub-Committees were formed at various times, and the progress of the work done by them respectively is shown below :—

### THE DIRECTORY SUB-COMMITTEE.

A proposal to compile a directory of Indian Libraries was passed in the 1933 conference. A year after that the Council

appointed a committee with Mr. S. R. Ranganathan as Chairman to take up this work. The names of the members appear in appendix III. In appointing them, regard was paid to the desirability of including one member from every Province or area, so that he should be able to collect information from his particular circle.

In March 1935, the Chairman referred to the council for their decision, certain points which arose out of the difference of opinion among the members as to the types of libraries for inclusion in the Directory. This matter was settled at the 1935 meeting of the Council.

About 1500 copies of the printed questionnaire were sent round about July 1936 ; but the response was very slow, and in spite of reminders, the required information could be had only from about 269 libraries, by April, 1937. These could be divided as under :—

University Libraries	...	9
College	„	99
School	„	24
Government Departmental Libraries		9
Public Libraries	...	128
Total	...	<hr/> 269

It is to be regretted that only half of the total University libraries should have thought fit to supply the required information for inclusion in the Directory.

On the recommendation of the Special Committee, the Executive Committee approved of the idea of utilising whatever material was in hand, and bringing out the Directory, as early as possible.

The material received has been edited and the work is to go to the press, as soon as the Council accord their sanction to certain formalities.

#### TRAINING IN LIBRARIANSHIP.

Resolution No. 10.

“That this Conference recommends to the Council consideration of the minimum qualifications for a certificate of



training required of trained librarians and that the Council should take steps to encourage the provision of facilities for such training keeping in view the demand for trained librarians”

The resolution quoted above necessitated the creation of this Sub-committee, of which the membership is shown in Appendix. III

The Chairman of the Committee (Dr. Thomas) in January, 1935, submitted a draft scheme for the approval of the committee which along with the remarks by members was considered in a Committee meeting at Lucknow, in April, 1935 and later by the Council. It was referred back to Dr. Thomas for writing it in detailed form and afterwards circulating it among the members of the Council. This was done in April, 1936.

As there was again considerable difference of opinion with regard to the proposals made, further consideration of scheme was postponed till such time that the Council and the Special Committee could meet to discuss the matter once more. This decision was arrived at by the Executive Committee in August 1936.

**Expansion of Dewey Decimal Classification as pertaining to Indian and Oriental subjects :—**

Resolution No. 3 passed at the Lucknow conference required that the Association should undertake the standard expansion of such parts of Dewey's Decimal Classification for adoption by Indian Libraries using that scheme of classification as pertained to Indian and Oriental subject. A committee consisting of persons named in appendix III was appointed in April 1935 to give effect to the said resolution.

In July, 1937, the Committee was in a position to invite important public, university, college and other libraries to supply them with any expansions of Dewey that might have been adopted by them, in case they were using the Decimal Classification system.

The response in this case has been fairly encouraging ; and among others the libraries of Osmania, Punjab, Bombay, Annamalai, Andhra, Nagpur, Mysore and Rangoon Universities ;

besides those of the Jamia Millia, Delhi, the Imperial of Calcutta. Central Board of Irrigation ; Islamia College of Calcutta, Dayal Singh Public, Thompson Engineering College, Roorki ; and Dehra Dun Forest Research Institute have supplied the necessary material. This is being examined and it is expected that it will be possible to present a note to the Special Committee for their consideration and discussion, at the time of the next Conference in Delhi.

### UNION CATALOGUE OF SCIENTIFIC PERIODICALS.

Resolution No. 17 passed at the first library conference in Calcutta recommended to the I. L. A. to undertake the compilation of a Union Catalogue of Scientific Periodicals to be found in important libraries in India, whether those be the university, the public or the Government departmental libraries, in October, 1934, a committee (as shown in appendix III) was formed to undertake this work. The Inter University Board had also collected some material with possibly this very object in view. After some correspondence with the Secretary of the Board all the material that had been collected by that body was transferred to the I. L. A. in July, 1935.

On examining the material received, it was found that certain university libraries had either not sent their lists of periodicals, or if sent, those were either defective or not up-to-date.

The Board also raised the question of the financial implications, and it was ultimately decided to approach the several universities for financial help to the extent of about Rs. 2,500/-.

In August 1936, the material received from the Board was passed on to the Chairman of the Special Committee for necessary action.

Up to May, 1937, the remaining libraries had not either sent their lists or they had their doubts about certain points in connection with the compilation of the lists. To get out of this difficulty and to relieve the Chairman of this laborious corres-

pondence and further to expedite the work, the material lying with him was got back by the Secretary about the end of May, 1937.

On examination, it was found that of the eighteen universities, three had not sent any lists at all, seven had sent lists of periodicals merely (instead of the holdings), while the lists of the remaining eight universities were more or less satisfactory.

At this stage, a slight modification in the constitution of the Special Committee was decided upon by the Executive Committee in so far as the vacancy caused by the resignation of Dr. Metcalfe as a member of the Committee was filled by Mr. S. S. Saith, Librarian of the Zoological Survey of India, Calcutta. He was requested to examine and perfect the data in hand and thereby hasten the completion of the work.

The three universities which had not sent in their material were addressed in the matter as well as the seven universities which had sent lists of current periodicals only.

In order to ensure that all these libraries may send, as far as possible, complete data in the desired form, a detailed note setting forth the particulars of information to be supplied was prepared and sent to the libraries concerned.

Another exhaustive note defining a scientific periodical; the form in which entries were to appear in the Union Catalogue; and the date up to which the holdings of libraries were to be indicated was also prepared and circulated among the members of the Committee in order to invite their comments and concurrence on the fundamental principles on which the work of editing was to be based.

Apart from university libraries, institutions of special character (such as the Imperial Institute of Agricultural Research; the Imperial Council of Agricultural Research; the Indian Institute of Science, Bangalore; The Imperial Forest Research Institute, Dehra Dun; the Geological, the Zoological and the Botanical Surveys of India; and the Imperial Library) were also invited to participate in the venture and contribute towards the cost of bringing out the Union Catalogue.

As a result of these diverse efforts, the present position with regard to the scheme is as follows :—

#### The Material.

Material has been received from fifteen universities. Of the remaining three, two : viz :—Aligarh and Osmania have promised to send its in the desired form, while Agra has refused to comply with the request on the plea that their library is not sufficiently organised to undertake the preparation of the list.

Of the institutional libraries which were invited to participate in the scheme, lists have been received from the Forest Research Institute, Dhera Dun ; the Indian Institute of Science, Bangalore ; the Imperial Library, Calcutta ; and the Imperial Institute of Veterinary Research, Muktesar.

The Botanical Survey of India is engaged upon preparing its list, while the remaining institutions have intimated their inability to co-operate in the scheme for one reason or other. The Zoological Survey of India has however expressed its willingness to prepare the list, provided the condition of contributing towards the cost of the catalogue is waived.

The preliminary work in connection with the compilation having been already accomplished, the actual editing will be taken in hand as soon as the revised lists from the two universities named above are received.

#### Funds.

Twelve universities (as shown below) have so far contributed their quota towards the cost, which brings the funds in hand to Rs. 1,500/-. Of the remaining six, contributions are expected from Bombay, Mysore and Benares ; while Punjab, Aligarh and Andhra have persistently refused their quota despite repeated efforts ; the Punjab without assigning any reason for the refusal, while Aligarh and Andhra have done so on the score of financial stringency. If all the six universities fail to contribute anything, the funds shall suffer to the extent of about Rs. 1,000/-

As for the institutions, the refrain of their replies is that being Government institutions, no funds are available for contribution for the purpose.

#### List of Contributions Received.

Name.		Amount.
Calcutta University	...	Rs. 250/-
Patna University	...	„ 75/-
Osmania University	...	„ 100/-
Annamalai University	...	„ 75/-
Agra University	...	„ 50/-
Madras University	...	„ 250/-
Lucknow University	...	„ 200/-
Nagpur University	...	„ 75/-
Allahabad University	...	„ 200/-
Dacca University	...	„ 75/-
Delhi University	...	„ 75/-
Rangoon University	...	„ 75/-
TOTAL.		... Rs. 1,500/-

#### THE SCHEME FOR INTER-BORROWING OF BOOKS.

According to resolution No. 12 passed at the 1st Library Conference recommending the investigation of means by which the inter-borrowing of books between important libraries could be facilitated, the Chairman of the Council and the Executive Committee (the late Dr. Woolner) was asked in October, 1934 to draw up a scheme. This note formed the basis of another printed note prepared by the Honorary Secretary of the Association, which was discussed in Lucknow in 1935, at the time of the Second Conference and approved. This appears as appendix, IV to this report.

In May 1935, the libraries which were to act as centres for the five circles or areas in which the country had been divided were addressed in the matter. The Connemara Public Library refused to act as such, but the University Library of Madras agreed to take the place of the Connemara Public Library.

The Punjab University Library on the plea that the inter-borrowing system was already in vogue between that library

and the Punjab Public Library, and certain other local libraries ; was of the opinion that that was enough in the matter.

The Lucknow University Library also agreed to act as a centre but one of the constituents of that centre (the Allahabad University Library) declined to join the scheme.

In view of the fact that the Bombay University Library was already "generous" in lending books to scholars and institutions all over the country, their Library Committee resolved to record the papers

The Imperial Library expressed its willingness to act as a centre for the Eastern area.

The matter is to be reconsidered at the next meeting of the Council.

#### INCLUSION OF A SHORT COURSE OF "LIBRARIANSHIP" IN THE CURRICULUM OF TRAINING INSTITUTIONS.

A resolution to the effect that educational authorities be requested to include a short course of librarianship in the curriculum of Training Institutions for the benefit of such of the students as were later to hold charge of school libraries was passed at the first Library Conference, in 1933. All the Provincial Governments were addressed in the matter in February, 1935.

The Government of Bihar & Orissa (as constituted then) suggested the publication of a brochure on the subject for the benefit of those concerned, as the course was already heavy.

The Government of Burma stated that their students received in their lectures all such instruction as appeared necessary with regard to school libraries.

The Government of Bombay stated that there were hardly any libraries worth the name in Primary schools, and as such they did not see the necessity of including the short course in Library Training suggested by the association.

The Government of Bengal said :—

"Library work is a simple matter in schools in the province, and if we could inculcate in our teachers a love of books and

reading and common sense methods of using a library, there would be no need for any technical training in library work”.

The Government of the Central Provinces were also for preparing a short pamphlet on library methods.

Punjab didn't apparently give any consideration to the proposal, as they did not offer any remarks.

The Governments of the U. P. and Assam showed some interest in the matter, and asked for further particulars as to syllabus etc. But in the case of the former also that interest disappeared after the submission of the syllabus. The Government of Assam however are still pursuing the matter, and have asked for definite proposals about the deputation of trained person to go to Assam, and deliver a short course of lectures to the students of their Training College.

The Governments of Madras and N. W. F. P. did not reply.

## OTHER RESOLUTIONS OF THE SECOND CONFERENCE.

### Improving the pay and prospects of Librarians :—

The Provincial Associations affiliated with the Indian Library Association were addressed in the matter and requested to take necessary action in their own spheres of activities.

The Madras Association decided to record the letter in question ; Bengal and Andhra Desha Associations in spite of reminders never replied ; the U. P. Association was still considering the matter ; the Punjab Association did not agree with the idea of the resolution ; while the Government of India Libraries Association stated that it was doing its best to support the proposal.

### 2. Appointment of Reference Librarians.

The resolution was communicated to all university libraries ; important public libraries ; and the libraries of important learned societies. Those who cared to reply were in favour of the proposal.

### 4. New edition of the Punjab Library Primer.

Even after a protracted correspondence, the authorities of

the Punjab University Library could not be induced either to bring out a revised edition of the primer themselves, or allow this Association to do so, and that in spite of the fact that only 20 copies were admitted to be in stock with them about the end of 1936.

5. Publication of descriptive accounts of certain libraries in library journals.

Thirty libraries were addressed in the matter, and about one third supplied the required descriptive accounts, which were published in the Modern Librarian ; whereas the rest, in spite of reminders kept silent.

6. Supply of official publications of libraries.

All the Provincial Governments were addressed on the subject and from the replies received, it appears that practically every Provincial Government is supplying its publications to one or more library of some kind in their respective area ; which if not a public library was open for use to the public. Almost all the University libraries are enjoying the privilege.

7. Maintaining a register of trained librarians and requesting the authorities of all kinds of libraries to appoint trained persons only to the posts of librarians under them.

The matter was brought to the notice of all Directors of Public Instruction ; all Provincial Library Associations ; and all University Libraries. As far as the employing of trained librarians only was concerned, no replies were received.

A register of persons trained at the Madras University Library ; the Andhra University Library ; and the Imperial Library has been compiled and necessary information can be supplied to those desirous of employing trained librarians.

It is to be regretted that the Punjab University Library, the pioneer in the matter of imparting library training, in spite of repeated requests (including personal) did not think it worth while to co-operate with the Association in this matter.



**8. Providing the untrained hands working in libraries with facilities for training.**

All universities, Directors of Public Instruction, and Provincial Library Associations were addressed in the matter.

It is amusing to find from some of the replies received that there still existed ignorance about the provision of training in librarianship in the country. The replies on the whole were encouraging, for they did not only support the view-point of the Association, but several authorities brought the question to the notice of the principals of colleges and others concerned, by giving wide publicity to our letter.

**9. Starting of Library Training Classes by the Bombay University Library, and the U. P. Library Association.**

The matter is still under consideration of the authorities of both the institutions.

**10. The publication of catalogues of MSS.**

Here again the help of the seven Provincial Library Associations affiliated to this Association was sought by asking them to take such necessary action in the matter as they thought fit.

The U. P. Library Association and the Government of India Libraries Association circulated this resolution among all the libraries in their respective areas. The Punjab Library Association expressed its inability to be of any help in this direction. Madras was already doing this work.

Bengal, Andhra Desa and the Public Libraries Association (last named not affiliated) did not reply.

**11. Lectures for popularising the library movement:**

It was a mandate from the Conference for the Provincial Library Associations to arrange for these lectures, which was duly conveyed to them.

The Punjab, Bengal, Madras and the Government of India Libraries Associations were already doing this work ; while the U. P. post-poned the consideration of this proposal for certain reasons. No replies were received from Andhra Desa Asso-

ciation ; the Rural Library Service Association ; and the South Indian Library Federation.

**12. Request to the U. P. Library Association for appointment of a visiting lecturer.**

A scheme was framed by the said Association, but the final decision has not been taken as yet.

**13. Conversion of the quarterly catalogue of books registered under the 1867 Act into a monthly catalogue.**

The Government of India in the Department of Education, Health & Lands were addressed in the matter, who in turn addressed all the Provincial Governments about the proposal. Only the U. P. and Sind Governments replied stating their inability to accede to the request made.

**14. The publishing of a list of Indian publications.**

There does not exist any association of publishers and book-sellers in the country which could be approached to undertake the venture. Some publishers of repute in India were however, addressed in the matter, but without any success.

**15. Extension of facilities to members of the public for using college and school libraries situated in small towns where other libraries do not exist.**

Circular letters commending the proposal to the notice of the educational authorities in each province were sent, and its receipt was acknowledged by the Directors of Public Instruction of Bombay and the Punjab. Our letter was referred to all Inspectors of Schools under them, by the U. P. Government.

The far-off district of Sukkur in Sind responded to our call by agreeing to this proposal.

**16. Giving wider publicity to books proscribed by Government.**

All the Provincial Governments and the Central Government were addressed in the matter. The Government of Madras acknowledged the letter ; the U. P. Government refused to compile any list ; while Sind seemed to be anxious to do something in the matter.

**17. Establishing public libraries with a view to giving an impetus to adult education.**

Like so many other cases, the Provincial Governments were addressed in this case also ; but except the Governments of Bengal ; Bihar ; the C. P. ; and the Punjab no replies were received. The Government of C. P. forwarded the proposal to the Secretary, Village Uplift Board ; while Bengal was granting subsidies in certain cases and stated that the establishment and upkeep of libraries was not the direct concern of the Provincial Government.

### **CONCLUSION.**

A brief account of the activities of the Association during the last two years and a half has been given above, and it is for others to say, how far the Association has been successful in achieving its ideals. Whatever has been achieved may not be much, but the difficulties that lie in the way of securing better results cannot be ignored. First and foremost is the fact that we cannot meet so often and as such all matters concerning our programme have to be dealt with, through correspondence, which naturally takes time, and it is not always practicable to get the replies if at all, from those concerned, without a reminder. Secondly, it should also be admitted that better co-operation, and more support from members are needed to make our existence felt. Thirdly, to make the Association really representative of the profession ; and standing for the movement of which the cause we advocate, we ought to have more members. Either the librarians are not as yet fully awakened to the necessity of an association of their own ; or they are indifferent about it ; or before joining, they want to judge it by the measure of its achievements. If so, they forget that better results depend upon the extent of support that is lent to the association, and if we had more willing workers, and could command the active support of some more, it will not be difficult to achieve those. It is for us, therefore, to establish ourselves by mutual co-operation, confidence and trust.

## APPENDIX. IV.

### NOTE ON INTER-BORROWING OF BOOKS.

The question of the INTERBORROWING of books was first discussed in 1918, by the Librarians' Conference convened in Lahore, by the Government of India. A scheme was framed and circulated, but somehow or other nothing tangible came out of it. The question has not since been altogether ignored, for the Inter University Board have also been devoting their attention to this question. Lastly, the All-India Library Conference held in Calcutta about the middle of September, 1933 took up the question by adopting the resolution given below :

Res. No. 12. "Resolved that this Conference recommends that the Council should investigate means by which the inter-borrowing of books between important libraries can be facilitated".

It was in consequence of the said resolution that this note is being placed before the members of the Council of the Association for consideration. Those, who are unable to attend the Council may communicate their views to the Honorary Secretary.

Interborrowing can be made practicable by dividing the area to be served by this scheme into zones or circles. Opinion has not been unanimous as to the number of circles into which India should be divided to facilitate interborrowing. The 1918 Conference suggested four circles, whereas another prominent librarian has suggested as many as 27 circles. It would be more convenient for more than one reason to have fewer circles, say four or five, as shown below :

1. Northern circle, with centre at Lahore, and to include : Punjab ; N. W. F. P. ; Baluchistan, and Delhi.
2. North Eastern circle, with centre at Lucknow, and to include : U. P., Rajputna, and C. P.
3. Eastern Circle, with centre at Calcutta and to include : Bengal ; B. & O., Assam and Burma (if it desires to come in).
4. Southern Circle, with centre at Madras, and to include : Madras, Hyderabad, Mysore, and Coorg.

5. Western Circle, with centre at Bombay, and to include :  
Bombay, C. I., and Baroda.

The question of including Indian States, should not create much difficulty. The fact that two important Indian states have their own Universities and another has an efficient system of libraries is sufficient inducement to include these and leave it to the option of others to come in, if so desired.

Out of the proposed five circles, one shall have also to serve as the main centre, and that should be Calcutta, having the biggest library of the country situated there.

The local head quarters of these circles shall have to be located in some important University or Public library, and on that basis, the following centres are suggested :—

- 1 Northern Circle. Punjab University Library, Lahore.
- 2 North Eastern Circle. Lucknow University Library, Lucknow.
3. Eastern Circle. Imperial Library, Calcutta.
4. Southern Circle. Madras University Library, Madras.
5. Western Circle. Bombay University Library, Bombay.

A Board consisting of a representative from each of the five circles, the Inter-University Board, the Indian Library Association, and the Government of India should control the system, when established. The framing of regulations governing the inter borrowing should preferably be left to the proposed Board. A "Code of practice for inter-library loans" as suggested at the 1918 Conference (appended to this note) could very well form the basis for discussion.

The system in outline shall be somewhat as follows :

A library wanting a book which is not available with it, shall write to the centre to which it belongs, and the centre shall in the first instance try other libraries included in the centre, if thought fit. But if it is known to the centre that the required book is to be had in a certain library in another circle, it can write direct to the circle ; otherwise it shall always write to the main centre to find out where that book could be had. The

main centre shall in that case try its own resources, as well as other circles, simultaneously and having found out the book shall arrange for its loan to the requiring centre.

The period for which the loan shall be allowed, or the terms and conditions that are to be imposed for such loans are matters of detail, and should be left to the proposed Board. Normally, the period of loan should not be less than a month. Books shall always be lent from centre to centre or through the centre, and not direct from library to library unless they are situated in the same circle and the central library has allowed such loans.

The duty of the centres shall not only be to arrange for the loan of books, but as far as practicable also to supply such information as may be wanted by other circles.

This will impose some extra work on certain libraries but if that could be arranged, it will go a long way to help the research workers. To accomplish this work more efficiently, it would be admissible to organise small advisory committees in each circle.

The question of exchange of superfluous or duplicate books of libraries in the same circle or between those of various circles could also be entrusted either to the proposed Board or centres.

There will in the beginning be felt some difficulty, especially loss of time, in borrowing books, in the absence of information as to whether any library does possess the required book. But, if the scheme works out smoothly for some time, and is found helpful, means could be devised to have such information ready at the centres about the libraries included in the circle, by compiling catalogues or indexes. The printed catalogues of such libraries as possess them should be available at various centres and as information about the location of books is available from time to time, it should be recorded at the centre to which the library belongs, and at the main centre.

The question of avoiding duplication of purchased books has also been raised in this connection ; but for a country as vast as India, certain amount of duplication has to be allowed, or is even necessary. All the same this is a question for the future, and should not be mixed up with the interborrowing just

at this stage. The proposed Board could take this up, when it finds that time is ripe for that purpose.

To set the ball rolling, it is suggested that the Indian Library Association should take the initiative, and appoint a small committee of 4 or 5 persons to compile a list of libraries to be included in the scheme by circles, and enter into correspondence with them to find out how far they are willing to co-operate in the matter of interborrowing. When this is done, the proposed board could be formed, to work out the details and lay down rules and regulations. The libraries to be written to should be the University libraries, first grade college libraries, important public libraries, Secretariat libraries, libraries of learned societies and those of institutions of standing.

If practicable, small conferences in each circle should be arranged between the representatives of the libraries willing to join the scheme, and later a conference of representatives of various centres and others could be called to give final shape to the scheme.

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## Proposed Code of Practice for Inter-Library Loans.

**Preliminary Remarks :** This Code may be taken to embody the more essential points in the actual practice of those libraries in North America which are now the chief lenders to other libraries.

1. **Purpose.**—The purpose of inter-library loans is (a) to aid research calculated to advance the boundaries of knowledge, by the loan of unusual books not readily accessible elsewhere, (b) to augment the supply of the average book to the average reader ; subject, in both cases, to making due provision for the rights and convenience of the immediate constituents of the lending library, and for safeguarding the material which is desired as a loan.

2. **Scope or extent.**—Almost any material possessed by a library, unless it has been acquired on terms which entirely

...preclude its loan, may be lent upon occasion to another library ; and it may be assumed that all libraries are prepared to go as far as they reasonably can or as their regulations permit, in lending to others. Still the lender alone must decide, in each case, whether a particular loan should, or should not be made.

When applying for a loan, libraries should state whether a photographic reproduction would be a satisfactory substitute. Reproductions can frequently be obtained at small cost, and have an advantage over an actual loan, in that they become the property of the borrower.

The graduate student who has a thesis to prepare stands midway between these two extremes, it is often taken for granted that the needs of the graduate student should be met as a matter of course. But it would seem at least equally reasonable that the graduate student should choose his subject of study largely according to the means he has at hand. Not that he should be prevented from making use of an occasional inter-library loan, but that his choice of a subject ought not to be such as to involve securing a large part of his material from a distant library.

3. Material which should not be applied for.—(Practice will vary according to the nature of both applicant and lender),

Current function ; any book requested for a trivial purpose, or which is available in other libraries more readily accessible to the applicant ; also if applying to a public library, current publications that can readily be purchased and for which there is a natural demand in a public library.

4. Material which should be lent only under exceptional circumstances.—(Practice will vary according to the nature of both applicant and lender)—Material in constant use or request in the library applied to ; books of reference ; books that are not to be taken from the library applied, to except under special permission ; material which by reason of its size or character requires expensive packing, or high insurance ; material which by reason of age, delicate texture, or fragile condition is likely to suffer from being sent by mail.



5. How effected.—By libraries of standing which will apply to others expected to possess the desired material, in order of their relative distance from, or relative duty to, the community in which any particular requests originate; the nearest library, whether in respect of distance, or of duty, to be approached first.

Applications for loans should give the author's full name, or at least surnames correctly spelt, with initials; title accurately stated; date; publisher, or place of publication; edition, if a particular edition is needed. Applications should be typed or written legibly preferably on a card of standard library size.

6. Limit of number of volumes.—Each library must fix a limit of itself.

7. Duration of loan.—This will vary with the nature and purpose of the loan. The time allowed will be stated in each case by the lender when the loan is made. Four weeks is, perhaps, a fair average period. The period is counted from the day the book leaves the lender to the day it is returned by the borrower. An extension of time may usually be obtained for good reasons. Application for such extension must be made early enough to permit an answer from the lending library to be received before the books' return is due. The lender always reserves the right of summary recall.

8. Notice of Receipt and Return.—Receipt of books borrowed must be acknowledged at once; and when books are returned, notice must be sent by mail at the same time. Promptness in this respect is necessary to permit books to be traced if they go astray.

Notice of return should state; titles of books sent (with call numbers); date of return; conveyance, e.g., insured parcel post, prepaid express, etc., in the later case, naming the express company.

9. Expenses in connection with loans.—All expenses of carriage (both ways) and insurance, when effected, must be borne by the borrowing library.

— 10. Safeguards.—The borrowing library is bound by the conditions imposed by the lender. These it may not vary although a good deal will usually be left to the discretion of the borrowing library. In such a case, the borrowing library will safeguard borrowed material as carefully as it would its own ; and its librarian will require to be used within its own building whatever material would be so treated, in the interest of safety, were the borrowing library its possessor.

11. Responsibility of borrower.—The borrowing library must assume complete responsibility for the safe-keeping and due return of all material borrowed.

In case of actual loss in transit, the borrowing library should not merely meet the cost of replacement, but should charge itself with the trouble of making the replacement, unless the owner prefers to attend to the matter.

12. General provisions and suggestions.—Disregard of any of the foregoing rules, injury to books from use, careless packing or detention of books beyond the time specified for the loan, will be considered good ground for declining to lend in future.

The borrowing library should inform individuals of the conditions attached to each particular loan.

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## APPENDIX I.

### PART A.

List of members of the Indian Library  
Association as it stood on  
30th September, 1937.

#### 1. Individual Members.

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1. Kumar Munindra Deb Rai Mohashay,  
21F, Rani Shankari Lane, Kalighat,  
Calcutta.
2. R. Gopalan, Esq.,  
Librarian, Imperial Secretariat Library,  
Govt. of India, New-Delhi.
3. Lala Hardayal,  
Head Clerk, Punjab Text Book Committee;  
Lahore,
4. Lala Ram Labhaya,  
Librarian, Punjab Public Library,  
Lahore.
5. Lala Labhu Ram,  
Librarian, Punjab University Library,  
Lahore.
6. Librarian, Ravenshaw College,  
Cuttack.
7. Dr. M. O. Thomas,  
Dy. Librarian, Madras University Library,  
Madras.
8. Sant Ram Bhatia, Esq.,  
Librarian, F. C. College Library.,  
Lahore.
9. N. C. Ghosh, Esq.,  
Sheoraphuli Rajbati, Sheoraphuli,  
(Hoogly).

10. K. Selliah, Esq.,  
Librarian, Jaffna College Library,  
Jaffna, Ceylon.
11. Abnashi Ram Talwar, Esq.,  
Librarian, Govt. College,  
Lahore.
12. T. C. Dutta, Esq.,  
Secretary, Bengal Library Association,  
P. O, Lillooah, Dist. Howrah.
13. V. M. Kolhatkar, Esq.,  
Librarian, Sir Parashurambhan College  
Library, Poona.
14. Mohammad Shafi, Esq.,  
Librarian, Imperial Council of Agricultural  
Research, New Delhi.
15. Upendra Chandra Das, Esq ,  
Librarian, Dacca Intermediate College,  
Dacca.
16. B. V. Narayanaswamy, Esq.,  
Prof. of Economics,  
Annamalai University,  
Chidambaram, (S. India).
17. K. Nagaraja Rao, Esq.,  
Librarian, Annamalai University,  
Chidambaram, (S. India).
18. M. Hamid uz Zafar, Esq.,  
Assistant Superintendent, Asufia State  
Library, Atrafi Baldah Office Lane  
Troop Bazar,  
Hyderabad, Deccan.
19. Khan Bahadur K. M. Asadullah,  
Librarian, Imperial Library,  
Calcutta.

20. S. Kumar, Esq.,  
Imperial Library,  
Calcutta.
21. K. P. Sarkar, Esq.,  
Camp Sangrur, Jind State,  
Punjab.
22. Parmanand, Esq.,  
Allahabad University,  
Allahabad.
23. Miss. F. Salzer.,  
Librarian, Isabella Thoburn College,  
Lucknow.
24. Rai Mathura Prasad, Esq.,  
Hony. General Secretary,  
The Bihar Hitaishi Library,  
Patna City.
25. D. T. Rao, Esq.,  
Vani Press,  
Bezwada.
26. I. V. Ramanayya Garu, Esq.  
General Secretary, Andhra Desha Library  
Association,  
Bezwada.
27. Librarian,  
Allahabad University Library,  
Allahabad.
28. R. V. Sabnis, Esq.,  
C/o University Library,  
Bombay.
29. K. Kasthuri Ranga Chari, Esq.,  
Librarian, Public Library,  
Bangalore.
30. Fazl Elahi, Esq.,  
Assistant Librarian, University Library,  
Lucknow.

31. Tara Singh, Esq.,  
Cataloguer, University Library,  
Lucknow.
32. C. J. Adams, Esq.,  
Librarian, U. P. Legislative Assembly  
Library,  
Lucknow.
33. A. F. M. Abdul Ali, Esq.,  
Keeper of the Records of the Govt. of India,  
3, Nawab Abdur Rahman Street,  
Calcutta.
34. S. Bashiruddin, Esq.,  
Librarian, Lytton Library,  
Muslim University,  
Aligarh.
35. Yadwa Nath Tandon, Esq.,  
Gayaprasad Library & Reading Room,  
Cawnpore.
36. Brij Bhushan, Esq.,  
Assistant Librarian, Imperial Secretariat  
Library, Govt. of India, New Delhi.
37. Dr. F. Mowbray Velte,  
Forman Christian College,  
Lahore.
38. S. Chatterji Esq ,  
Librarian, Commercial Library,  
1, Council House Street, Calcutta.
39. Tajammal Husain Qureshi, Esq.,  
Librarian, Christ Church College,  
Cawnpore.
40. B. N. Banerjee, Esq.,  
Librarian, Dungar College,  
Bikanir.
41. Dr. Wali Mohammad,  
Professor of Physics,  
Lucknow University,  
Lucknow.

42. S. S. Saith, Esq.,  
Librarian, Zoological Survey of India,  
Indian Museum,  
Calcutta
43. The Principal,  
Hailey College of Commerce,  
Lahore
44. B. D. Puri, Esq.,  
Thomson Engineering College,  
Roorkee
45. Surju Prasad, Esq.,  
Allahabad University Library,  
Allahabad
46. The Librarian,  
Amir-ud-Daula Govt. Public Library,  
Lucknow
47. R. R. Mukherjee, Esqr.,  
Zoological Survey of India,  
Indian Museum,  
Calcutta
48. Balgovind Lal Srivastava, Esqr.,  
Librarian,  
Central Advisory Board of Education,  
South Block, New Delhi
49. H. L. Prasher, Esq.,  
31, Lodge Road,  
Lahore
50. Sajjad H. Rizvi, Esqr.,  
Librarian, Meerut College Library,  
Meerut (U. P.)
51. I. A. Warisi, Esqr.,  
Librarian, Bahauddin College,  
Junagadh, Kathiawar.
52. Moti Chandra Varma, Esq.,  
16/34, Civil Lines, Cawnpore

- 53 Himatlal Kalids Vyas, Esqr.,  
Shamal Bechais Pole,  
Mandir Road, Baroda.
- 54 Syed Ismail Qadri, Esqr.,  
Osmania University Library,  
Hyderabad-Deccan.
- 55 Ramlakshman Giri, Esqr.,  
Librarian, Marwari Girls School,  
Burrabazar, Calcutta.
- 56 Sarbani Sahay Sen, Esqr.,  
Narendra Sen Square, Calcutta.
- 57 Dr. D. R. Bhandarkar,  
2/1, Lovelock Street,  
Ballygunge, Calcutta.
- 58 The Librarian,  
Patna College, Bankipore,  
Patna (Bihar).
- 59 S Sohan Singh, Esq.,  
Dyal Singh Library,  
25, Nisbet Road, Lahore.
- 60 Madan Gopal, Esqr.,  
Librarian, Legislative Department,  
Government of India,  
New Delhi, Simla.
- 61 Sudhindranath Chakravarti, Esq.,  
Dacca University Library,  
P. O. Ramna, Dacca.
- 62 Sunil Krishna Bagchi, Esqr.,  
Librarian, City College, Calcutta.

## 2 Life Members.

- 1 Rao Sahib S. R. Ranganathan,  
Librarian, Madras University Library,  
Madras.



2 K. C. Kunhan Raja, Esq.,  
Director, Adyar Library.  
Adyar, Madras.

5 A. M. R. Montagu, Esq.,  
C/o. P. W. D. Sectt,  
Irrigation Branch, Lahore.

4 Hare Krishna Das, Esq.,  
Professor of Mathematics,  
Ravenshaw College, Cuttack.

### 3. LIBRARIES.

1 The Librarian (Mr. K. Nagaraja Rao),  
Annamalai University Library,  
Chidambaram, (S. India.)

2 The Librarian (Dr. N. Ray.)  
Calcutta University Library,  
Calcutta.

3 The Librarian (Khan Bahadur  
K. M. Asadullah.)  
Imperial Library,  
6, Esplanade East, Calcutta.

4 The Librarian (Mr. R. Gopalan.)  
Imperial Secretariat Library,  
Govt of India, New Delhi.

5 The Librarian (Mr. Muhammad Shafi.)  
Imperial Council of Agricultural  
Research Library, New Delhi.

6 The Librarian (M. G. S. Misra.)  
Benares Hindu University,  
Benares.

7 The Librarian (Mr. Labhu Ram.)  
Punjab University Library,  
Lahore.

8. The Librarian,  
Andhra University Library,  
Waltair, Madras Presy.
9. The Librarian, (Mr. F. M. Muley.)  
Nagpur University Library,  
Nagpur C. P.
10. The Registrar, Madras University, Madras.  
(Madras University Library,) Madras.
11. The Librarian, (Mr. Yusufuddin Ahmad.)  
Osmania University Library,  
Hyderabad-Deccan.
12. The Librarian, (Dr. Wali Muhammad)  
Lucknow University Library,  
Lucknow.
13. The Librarian, (Profesor A. Bhattacharyya)  
Delhi University Library,  
Delhi.

#### 4. ASSOCIATIONS.

1. Mr. Ram Labhaya, (Punjab Public Library,  
Lahore.)  
Punjab Library Association.  
Lahore.
2. The President.  
Indian Rural Libraries  
Service Association  
Madras Provincial Branch,  
Bezwada.
3. The Secretary (Mr. Brij Bhushan,  
or President.)  
Government of India Libraries  
Association. New Delhi
4. The President (Mr. K. V. Krishnaswami  
Ayyar).  
Madras Library Association.  
Madras.

5. The General Secretary (Mr. I. V. Ramanayya).  
The Andhradesa Library Association,  
Bezwada.
6. Dr. N. Ray, Calcutta University  
Library, Calcutta.  
(The Bengal Library Association,)
7. The President.  
The South India Library  
Federation, Bezwada.
8. The Secretary, Mr. R. Manchanda.  
Lahore Library Association,  
C/o. Dyal Singh Library,  
25. Nisbet Road, Lahore.

## 5. SUBSCRIBING INSTITUTION

The Central Board of                      The Secretary  
Irrigation, Simla.                      (Mr. M. T. Gibling.)

## APPENDIX. I.

### Part. B.

List of Office-bearers, etc., as on  
the 30th September, 1937.

### President.

Dr. M. O. Thomas, M. A., B. D., Th. D., Dip, L. S.  
(Lond.), F. L. A.  
Librarian, Andhra University,  
Waltair, (Madras Presidency).

### Vice-Presidents.

1. Mr. Labhu Ram,  
Librarian, Punjab University Library,  
Lahore.
2. Rao Shaib S. R. Ranganathan, M. A., L. T.,  
F. L. A.,  
Librarian, Madras University Library,  
Madras.
3. Kumar Munindra Deb Rai Mohashay,  
21-F, Rani Shankri Lane,  
Kalighat, Calcutta.

**Chairman of Council.**

Mr. M. T. Gibling,  
Secretary,  
The Central Board of Irrigation,  
Simla.

**Deputy Chairman.**

Dr. D. R. Bhandarkar,  
21, Lovelock Street,  
Calcutta.

**Treasurer.**

Mr. A. F. M. Abdul Ali, M. A.,  
Keeper of the Records of the Government of  
India,  
New-Delhi.

**General Secretary.**

Khan Bahadur K. M. Asadullah, B. A., F. L. A.,  
Librarian, Imperial Library,  
Calcutta.

**Deputy General Secretary.**

Mr. T. D. Dutta,  
Secretary, Bengal Library Association,  
P. O. Lillooah, Dist. Howrah.

**APPENDIX. III.**

**List of Members of Special Committees.  
The Directory Committee.**

**First members :—**

1. S. Ranganathan, M. A., L. T., F. L. A., Librarian,  
Madras University Library, Madras. (Chairman),
2. Mr. Ram Labhaya, Librarian,  
Punjab Public Library,  
Lahore.
3. Mr. Damodar Misra, Librarian,  
Ravenshaw College,  
Cuttack.
4. Mr. S. Chatterjee, Librarian,  
Commercial Library,  
Calcutta.
5. Mr. R. S. Parkhi, Asstt. Librarian,  
Fergusson College.  
Poona.

6. Mr. K. M. Asadullah, Secretary,  
Indian Library Association.

**Substitutes for those who resigned :—**

1. Dr. M. O. Thomas in place of  
Mr. I. V. Ramanayya resigned on  
17. 7. 1935.
2. Mr. Fazal Elahi in place of Mr. Pramanand.
3. Mr. P. S. Phadke in place of  
Mr. Y. M. Mulay resigned on  
9. 9. 1936.

**Additional members appointed to represent  
some unrepresented areas.**

1. Mr. N. M. Amin for Baroda and Sind.
2. Mr. Brij Bhushan for Rajputana & C. I.
3. Mr. G. Tiwari for Bihar.
4. Mr. Hamid-uz-zafar for Hyderabad-Deccan
5. Mr. Y. M. Mulay for Central Provinces.

**Training in Librarianship**

1. Dr. M. O. Thomas
2. Kumar Munindra Deb Rai Mohashay
3. Mr. Bashir Uddin Ahmad,  
and the Secretary

**Dewey Expansion Committee**

1. Dr. M. O. Thomas
2. Mr. Labhu Ram
3. „ S. Bashir Uddin
4. „ Sant Ram Bhatia
5. „ Mohammed Shafi (Convener) and  
The Secretary.

**UNION CATALOGUE COMMITTEE**

1. Mr. Labhu Ram
2. „ A. M. R. Montagu
3. Dr. Baini Prashad, Director, Zoological Survey  
of India (Co-opted).
4. Dr. Wali Mohammed of Lucknow University  
(Co-opted).
5. Mr. S. S. Saith, Librarian,  
Zoological Survey of India,  
Calcutta
6. The Secretary.

# APPENDIX. II.

## Indian Library Receipts and Payments Account for

Receipts.		
To Balance as on 1st April '35	Rs. As.P.	Rs. As.P.
With Imperial Bank of India	747	8 0
To Ordinary Receipts		
Subscriptions from		
Ordinary Members,		
Associations & Libraries		
For 1935-36.	599	8 0
" 1936-37.	35	0 0
		634 8 0
	Rs. ...	1,382 0 0

We beg to report that we have audited the Receipts and Payments Account for the year ended 31st March, 1936, and above set forth, and have obtained all the information and explanations we have required. In our opinion such Receipts and Payments Account is drawn up in conformity with the bye-laws of the Association and exhibits a true and correct view of the state of the affairs of the Association, according to the best of our information and the explanations given to us, and as shown by the books of the Association.

AVENUE HOUSE,

Chowringhee Square,

Calcutta, 12th Aug. 1936.

GEORGE READ & CO.

Chartered Accountants.

HONORARY AUDITORS

## Association. the Year ended 31st March, 1936.

Payments.		
By Extraordinary Expenditure	Rs. As.P.	Rs. As.P.
" Ordinary Expenditure		
Establishment	84	0 0
Printing & Stationery	267	15 0
Postage & Telegrams	63	12 0
Bank Charges	1	8 0
Contingencies	13	1 0
Reporting the Proceedings of All-India Library Conference	25	0 0
" Balance on 31st March, 1936,		455 4 0
With Imperial Bank of India.		926 12 0
	Rs. ...	1,382 0 0

APPENDIX. II. (Contd.)

Indian Library

Receipts and Payments Account for the period

Receipts.		
To Balance as on 1st April '36	Rs. As.P.	Rs. As.P.
With Imperial Bank of India	926 12 0	
On Current Account		
To Ordinary Receipts		
Subscriptions from Ordinary Members,		
Associations & Libraries		
For 1935-36.	10 0 0	
" 1936-37.	471 0 0	481 0 0
To Contributions to the Compilation		
of a Union Catalogue of Journals	1375 0 0	
	Rs. ...	2,782 12 0

We beg to report that we have audited the Receipts and Payments Account for the period from 1st April, 1936 to 31st March, 1937, and above set forth, and have obtained all the information and explanations we have required. In our opinion such Receipts and Payments Account is drawn up in conformity with the bye-laws of the Association and exhibits a true and correct view of the state of the affairs of the Association, according to the best of our information and the explanations given to us, and as shown by the books of the Association.

AVENUE HOUSE,  
Chowringhee Square,  
Calcutta, 10th Aug. 1937.

GEORGE READ & CO.  
Chartered Accountants.  
Registered Accountants.  
HONORARY AUDITORS.

Association.

from 1st April, 1936 to 31st March, 1937.

Payments.		
By Extraordinary Expenditure	Rs. As.P.	Rs. As.P.
" Ordinary Expenditure		
Establishment	105 0 0	
Printing & Stationery	38 0 0	
Postage & Telegrams	127 1 0	
Contingencies	13 6 0	
Bank Charges	3 8 0	
Subscription to the International		
Federation of Library Association	20 8 0	
(Directory) Paid to Librarian Commercial Library Calcutta.	8 15 0	316 6 0
" Balance on 31st March, 1937,		
With Imperial Bank of India.		
On Current Account		
On Account of Union Catalogue	1,375 0 0	
Association's Balance	1,091 6 0	2,466 6 0
	Rs. ...	2,782 12 0

